

THE SCHOOL DISTRICT OF ESCAMBIA COUNTY
School Internal Funds Ticket Sales & Reconciliation Report
MIDDLE SCHOOL BASKETBALL

Home Team _____
Opposing Team _____
Date of Event _____

GENERAL ADMISSION \$3.00
UNDER SCHOOL AGE FREE

E-TICKETS SALES

SECTION 1 – Online Tickets Sold

Total Check Amt \$ _____
Less Other Event(s) \$ _____
Total Revenue for this Event \$ _____

E-Ticket Summary

Sold _____ x E-Ticket Price **\$3.00** = \$ _____
Total E-Ticket Sales = \$ _____

Does the Total Revenue for this Event equal the Total E-Ticket Sales? Y N
If no, explain _____

GATE TICKET SALES

SECTION 2 – Tickets Issued, Used/Sold

I hereby certify that I have received the change listed below and the tickets issued below.

TICKET SELLER

CHANGE RECEIVED FOR CASH BOX \$ _____

SECTION 3 – Tickets Issued, Used/Sold

TICKETS ISSUED: Color _____
A) Last ticket # _____
B) First ticket # _____
C) Number of tickets issued (A - B + 1 =) _____

TICKETS SOLD: Color _____
D) Next ticket # on roll _____
E) First ticket sold # _____
F) Number of tickets sold (D-E=) _____
G) Number of tickets returned (C-F=) _____

SECTION 4 – Cash Reconciliation to be completed by ticket seller

TICKET SUMMARY: Total Tickets sold _____ x \$3.00 = _____

Total Cash \$ _____
Less Change Issued \$ _____
Total Cash Revenue \$ _____

NOTES

Total Cash Revenue less Total Ticket sales + Overage or - Shortage \$ _____

I hereby certify that all of the above accurately represents the change received, tickets sold, and cash transmitted.

_____ Ticket Seller/ Date _____ Ticket Sellers Name (Printed)

I hereby certify that the above information accurately represents the ticket and/or e-ticket sales revenue received for the event stated above.

_____ Bookkeeper Date _____

Amount to be deposited \$ _____ Official Receipt # _____